



City of Tempe

IRRIGATION TEAM LEADER

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	563	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Municipal Utilities	<i>Salary / Hourly Minimum:</i>	\$39,783
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$53,707
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Utility Services Technician II+ (SBP)
<i>Drug Screen / Physical:</i>	Y	<i>EEO4 Group:</i>	Service Maintenance

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS

Receives general supervision from higher level supervisory or management staff.

Exercises functional and technical direction over irrigation staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Three years of experience in the operation and maintenance of flood irrigation systems and three years of customer service experience.
<i>Education:</i>	Equivalent to completion of twelfth grade. Training in a field related to core duties of the position is highly desirable.
<i>License / Certification:</i>	Must possess and maintain a valid driver's license.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission, vision, and values. To lead and participate in the work of Municipal Utilities Irrigation staff; and to coordinate related activities and projects and identify, analyze and resolve problems related to daily operations and maintenance.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Lead and participate in all related aspects related to the operation and maintenance of Tempe's irrigation infrastructure.
- Recommend and assist in the implementation of organizational goals and objectives and implement policies and procedures;
- Identify infrastructure needing repair and maintenance, and take corrective action;
- Assist in the development of guidelines, sop's and requirements for projects; assist with the preparation of specifications for contracts; monitor the work of contractors; ensure compliance with contract conditions;
- Assist with the training, mentoring, and evaluation of crew members; prepare payroll records and other personnel related documents;
- Ensure and monitor records, logs, work orders are completed in a satisfactory manner;
- Determine equipment and supply needs; evaluate and monitor equipment performance; requisition supplies, equipment, and materials; and make routine and emergency purchases as required;
- Assist in preparation of the workgroup budget and procurement program;
- Operate and maintain data in various computerized systems and accurate records of work performed, materials used, and associated work;
- Regularly inspect and evaluate irrigation operations and activities; coordinate and assist in repairs and preventative maintenance and take corrective action;
- Assist with and participate in safety programs as required by OSHA including job hazard assessments, training, use of proper personal protective equipment and MSDS documentation; assist and coordinate other training programs and encourage compliance with existing training requirements;
- Identify shoring and barricading needs in the field and utilize proper safety precautions related to work performed.
- Operate tools and equipment as required utilizing proper safety precautions related to all work performed;
- Establish and maintain cohesive and effective working relationships with irrigation customers, Tempe residents, contractors and other parties impacted by irrigation service.
- Tactfully respond to citizen inquiries and complaints verbally and in writing on a regular and consistent basis;
- Assist customers with recommendations for yard design for avoiding water wasting or flooding problems;
- Coordinate with SRP on a regular basis to receive, transfer and stop flow of water;
- Enter all irrigation usage and scheduling data into database using laptop computer during irrigation runs;
- Work evenings and shift-work;
- Perform related duties as assigned.

- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Lift heavy objects up to 50lbs.;
- Operate city vehicles;
- Use power tools (i.e. jackhammers, drills, concrete cutting saws, etc.);
- Use tools (i.e. hammers, wrenches, shovels, saws, and wheel barrels);
- Climb stairways, ladders, and work on elevated structures;
- Traverse uneven surfaces;
- Operates computers and other office machines (using repetitive hand/eye movement);
- Work out-of-doors in inclement weather (during site visits);
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.;
- Exposure to hazards of electrical shock, falls, noise, equipment operation, etc.;
- Exposure to chemicals, petroleum products, cleaning agents, fumes, etc. (from PVC glue and gas powered equipment);
- May require working extended hours;
- May work alone for extended periods of time;
- May work nights / swing shift.

COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY

Effective September 2017

Revised March 2019 (PW Reorg – moved to Municipal Utilities Department)